MEETING MINUTES – WFIT Program Board

Date of Meeting: 05/29/2013   **Time:** 01:00pm-4:00pm MT

Location: NIFC, FPA Conference Room

Minutes Prepared By: Laura Hill, FAM IT Strategic Planner

1. Meeting Purpose

This is the weekly meeting of the PB. The discussions continue to move from process discussions to operation of the Program Board and Working Groups.

Invitees with indication of Attendance						
Andrea Olson, FWS	X	Chris Markel				
David Potter, BIA	X	John Gebhard				
Keith Smith		Jaymee Fojtik	X			
Richard del Hierro	X					
Erik Torres	X					

X – Present in person   **P** – Call in   **Blank** – Did not attend

2. Meeting Agenda

No.	Item	Time	Owner
1)	Review Agenda	10	All
2)	MAB Meeting Review	10	All
3)	WFIT Flow of Events	30	Laura Hill
4)	Radio\Flight Discussion	30	Dale G; Laura Hill
5)	Outstanding Deliverables (WFIT)	10	All
6)	OIS Discussion	30	Rick Squires
7)	ICAP Discussion	30	Dale G
8)	SharePoint Site		All

3. Meeting Notes, Decisions, Issues

.

1. **WFIT Proposal Submission Process.** The Program Board reviewed the proposed WFIT Proposal Submission & Investment Approval Process. Simplified process flows in preparation for the upcoming EB meeting were reviewed and modified to reflect an end to end process. Updated slides reflecting those changes were sent back out to the PB for review.

2. **WFIT Portfolio Coordination position discussion.** The PB reviewed a draft job description regarding the duties and responsibilities of a proposed WFIT Portfolio Coordination Position supporting WFIT. Current plans are to seek support for this position from the former PMU, Portfolio Manager, Carol Saras. Information was reviewed, minor changes added (e.g. estimated workload times) and information sent to Paul S. for review and collaboration with Carol. **Action:** Next steps upon PMU review (Paul and Carol) is to send to the MAB for review and forwarding to the EB for approval.

3. **Radio\Flight Program Discussion.** Dale Guenther and Laura Hill provided a brief update regarding a joint FS CIO radio health monitoring\Region Radio coverage pilot program. Dale G. offered to assist other regions in getting data into this system; however, contract time and monies are limited so they need to act fast. Program board members stated that they were supportive of the project effort and would send information out to their respective stakeholder groups to seek interested parties. Dale G. then presented an update regarding "Flight" a FS Aviation support system regarding the development of a tanker base tracking system. **Action:** Richard to follow up with WO FAM Aviation for additional details and sponsorship of this program area.

4. **OIS.** The Board also listened to an OIS presentation by Rick Squires, who voiced concerns regarding past ROSS OIS project efforts. Specifically, Rick expressed frustration with former development activities and the lack of collaboration with affected stakeholder communities (e.g. Dispatchers, National Data Standards Group). Richard, Co-chair for the PB and ROSS\OIS program owner stated that a new norm regarding collaboration and transparency regarding OIS activities is now in place. Erik Torrez would like to understand the issues related to OIS and its impact on the fire community? Rick stated that a set of agnostic unit ID data standards are being worked at the current time. The desire is to have the governance around the application and associated business rules, so we can implement those in the new system. Also, can legacy systems also link into this system? All questions that need to be answered. Rick states that he will evaluate OIS and provide feedback to the PB regarding the utility of this program in supporting their requirements. WFMI is the alternative to OIS, but it is antiquated and lacks program resources to maintain. **Actions:** Decision was to table OIS discussions until OCT\NOV when new contracts for ROSS are in place and\or the National Standards Group develops both business rules and requirements.

5. **Incident Command Application System (ICAP) discussion with Dale Guenther.** Easy to use system, for recruiting incident management teams. Developed in collaboration with USDA CIO and hosted at NITC. ICAP Steering group has been formed as a result and is comprised of each of the GACCS and IMAC. Lani Williams and Dale G. co-chair the steering group. Discussion of ICAP capabilities presented to the program board. Dale G then transitioned to a briefing on FAMCAP, which is a web based, public facing system to help employees and supervisors map out career options and paths. Long term goals for this program are to provide a vacancy tracking database, that is also geo-referenced and or detail opportunities (e.g. location, duty, duration). Envisioned also is a mentoring feature. Erik stated that the interagency already has a mentoring system that they already use that Dale G. development team desire to tap into. A demo

of this program and its current capabilities was also presented to members of the WFIT PB. David P. had a question about linkage to IQCS? Dale says that it would be a powerful linkage between the two application support tools. Incident management team and workflow discussion, leveraging a legacy program that was a predecessor to the current IQCS system. **Action:** DOI to provide Dale G. information regarding interagency mentoring program.

6. A short discussion regarding the upcoming WFIT EB deliverables ensued with Board members reaffirming upcoming deadlines and information requirements. **Action:** Laura Hill to provide draft EB slides, once completed to PB for review.

7. **Sharepoint Discussion**. The board discussed the need to have someone with organizational skills redo the current WFIT Sharepoint site. David states that he is frustrated with trying to navigate our website. Specifically, legacy files need to be properly archived and filed away with the most current information readily available for users to locate. Also a detailed discussion regarding the need for an official WFIT "signed" or historical document repository, does that become the WFIT website? **Action:** Follow up meeting to discuss envisioned requirements for new Sharepoint capabilities.

8. **New Business Topics**. Erik Torrez stated that we have a pressing need for a local IT support group to deal with IT topics. NIFC governance board has made an informal request regarding the expansion of the WIFI network. Do we desire to develop a separate group to deal with local IT issues? Yes, Andrea states that it needs to be a separate group. The NIFC governance board desires to have this group chartered under their organization to deal with local IT support issues (LAN\WAN\Hardware issues). Erik stated that he would chair the group, with assistance from other interagency IT support SMES located at NIFC. **Action:** Erik to send email to coordinate the formation of this group.

4. New Action Items			
Action	*Assigned to*	*Due Date*	*Status*
Sharepoint Site Revision	PB	TBD	
NIFC Local IT Support Group	Erik Torrez	TBD	
See additional action items above			